

EXHIBIT III-G

INSTRUCTIONS --- QUARTERLY FINANCIAL STATUS REPORT
(FORM DLA-101, Revised 11/96)

Block 1: Send your requests, **ALL SIGNED IN ORIGINAL**, to:

For Public Facilities: Elaine Aguilar
Department of Local Affairs
1313 Sherman St., Room 521
Denver, CO 80203

For Economic Development: CDBG Program Staff
Office of Economic Development
1625 Broadway Ave., Suite 1710
Denver, CO 80202

*If your program monitor is located at the Office of Economic Development, **send 3 copies to your monitor.**

If your program monitor is located outside of Denver, **send one copy to your monitor.**

REPORTS ARE REQUIRED DURING THE GRANT/CONTRACT PERIOD REGARDLESS OF WHETHER FUNDS HAVE BEEN EXPENDED OR NOT.

Block 2: The recipient organization is the grantee with whom the State contract is made. In some cases, the grantee may sub-contract with another organization, but indicate the grantee named in the State contract.

Block 3: The Contract Encumbrance Number is located in the second paragraph of the contract between the State and the grantee. This number is a six digit number preceded by "C", (For example, C856469). Do not confuse this number with the contract project number.

Block 4: Specify cash or accrual method of accounting.

Block 5: Specify if this report is the Final Report for this contract. Then, specify if this report is only for the purpose of reporting on program income as required by your contract close-out letter (if this contract has been closed).

Block 6: The Project/Grant period are the dates included in the Scope of Services of your contract.

Block 7: The period covered by this report is the quarterly period applicable. Quarterly Financial Status Reports are due 30 days after the end of each quarter.

Block 8: Block 8 contains the expenditure categories that are included in your plan on which funds are budgeted. These categories **MUST** be the same as those expenditure categories contained in the **SCOPE OF SERVICES** of your contract with the state. **DO NOT INCLUDE PROGRAM INCOME IN BLOCK 8**

LINE 8a: Block 8 contains the expenditure categories that are included in your plan on which funds are budgeted. These categories **MUST** be the same as those expenditure categories contained in the **SCOPE OF SERVICES** of your contract with the state. **DO NOT INCLUDE PROGRAM INCOME IN BLOCK 8.**

LINE 8b: Expenditures for this quarterly report period should be reported here, plus or minus any adjustments not previously reported.

LINE 8c: Net expenditures to date is line 8a. plus line 8b.

EXHIBIT III-G, Cont.

- LINE 8d: Unliquidated obligations are referred to in the Administrative Requirements in this section. Generally, unliquidated obligations are outstanding purchase orders for goods and services, or contracts which have not yet been fully serviced and/or paid.
- LINE 8e: Self-explanatory. Line 8c. plus line 8d.
- LINE 8f: Total CDBG funds authorized in the Scope of Services of the State Contract.
- LINE 8g: Unobligated balance of CDBG funds is the remaining amount of the allocation to spend or obligate. Subtract line 8f. from line 8e. and enter the amount.
- Block 9: Program Income is the gross income earned by a grantee from grant supported activities, and as a result of funds used from the grant. Many contracts do not generate Program Income, and Block 9, therefore will remain blank.
- All projects must identify the amount of Program Income earned since the beginning of the contract effective date. ONLY REPORT PROGRAM INCOME IN BLOCK 9.** Generally, all Program Income on Hand must be utilized for CDBG activities prior to requesting additional funds from the state's contract; however there are some exceptions. **REFER TO SECTION II, FINANCIAL MANAGEMENT, FOR ADDITIONAL GUIDANCE PERTAINING TO PROGRAM INCOME.** GENERALLY, INFRASTRUCTURE GRANT PROJECTS WILL NOT GENERATE PROGRAM INCOME.
- LINE 9a: Enter the amount of program income on hand at the beginning of the quarter for each expenditure category and in the total column.
- LINE 9b: Any program income received during the quarter should be included in the expenditure category it was earned under and totaled in the total column.
- LINE 9c: Expenditures of program income should be reported under the appropriate expenditure columns (such as administration, business assistance, housing rehabilitation, training, direct loans) and totaled in the total column.
- LINE 9d: Enter the total cash on hand for each expenditure category and in the total column for the end of the quarter. This amount should equal line 9a. plus line 9b., minus line 9c. for each category and total.
- Block 11: The form should be signed by the appropriate authorized official. The report may also be signed by a financial officer or town/city/county clerk. Other information in this block is self-explanatory.